

Subject: Personally Identifiable Information (PII) Change in Procedures
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To: _NOAA Rating Officials <Rating.Officials@noaa.gov>

To: All NOAA Rating Officials

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In a January 29, 2007 message to all employees, NOAA's Chief Information Officer referenced the Office of Management and Budget definition of [Personally Identifiable Information \(PII\)](#). The email also noted NOAA's concerns regarding the potential for release of PII, and expounded upon the Department's requirements to improve the management of government-owned personal property and the protection of PII.

The most damaging combination of PII for any individual is his or her name along with their social security number (SSN). If that is obtained by the wrong parties, the potential for financial and other losses is great. Therefore, effective immediately **the WFMO will no longer accept the submission of SSNs**, even on forms that request this information, unless specifically requested by WFMO.

In lieu of using SSNs, **any request for personnel action must include the employee's full name as entered in the National Finance Center (NFC) system as is identified on the employee's Earnings and Leave Statement.** Aliases and nicknames are not acceptable. When the employee's official name is provided upfront, the associated SSN can be found by WFMO.

There are WFMO, Office of Personnel Management (OPM) and Department of Commerce (DOC) forms that require the SSN. For example, the Request for Personnel Action (SF50) is the most commonly used form by managers making a request for action. Even if the form requests a SSN, this information should not be included.

The WFMO has already revised some forms to exclude SSN data. They include the following:

- Performance Management Forms/Records:

- [CD-430, Performance Management Record](#) (5-level)
- [CD-516, Classification and Performance Management Record](#) (2-level);
- [CD-541, Demonstration Project Performance Appraisal and Position Review](#); and
- [CD-518, Senior Executive/Professional Performance Agreement](#) (2007 SES)
- Awards Forms:
 - [CD-326lf, Special Act/Time-Off, Recommendation for Recognition](#)
 - [CD-326n, Cash-In-Your-Account, Recommendation for Recognition](#)
 - [QSI Recommendation Memo](#)

These changes in WFMO practices will add time to the processing of human resources actions if a direct match cannot be found immediately. This could happen in the case of a name change. It might be necessary for WFMO to contact the requesting party before identity can be matched.

Each of us has been entrusted to safeguard our employee's personal data. Therefore, we appreciate you championing these changes in your home organization during this challenging time at NOAA. If you have any questions regarding this new practice, please contact your [Servicing Human Resources Advisor](#) .

This message was generated for the NOAA Chief Information Officer and NOAA Director for Workforce Management by the NOAA Information Technology Center/Financial and Administrative Computing Division